

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Environmental Specialist II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages environmental permits. Conducts technical reviews of developments. Provides information and support to the community. Maintains reports. Investigates illegal activity complaints. Performs related duties as required

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages environmental permits by performing sampling, conducting scientific impact assessments, determining application completeness, preparing and maintaining data and written correspondence database files, processing application fees, fulfilling legal public noticing requirements, preparing graphic aids, compiling slides and photos into a presentation for board hearings, preparing and delivering informational packets to board members, preparing the physical environment of the council chambers to facilitate the board hearings, serving as staff to the board, fulfilling administrative duties and issuing permits.
2	L	Conducts technical field inspections by providing initial response to violations, conducting inspections, documenting illegal activity, preparing and providing expert sworn testimony in courtroom, designing environmental restoration requirements, conducting compliance with restorations orders, assessing project impacts on-site, establishing or verifying wetland and protected area buffer delineations and existing landscape cover, making field notes and integrating field notes into formal reports, conducting wetland/beach/dune permit applications inspections with staff from other agencies, identifying accuracy of submitted plans, calculating areas of potential impact, assessing compliance with ordinances and regulations, providing feedback, reviewing fill permit applications for coordination with other division, providing scientific comments with regard to wetlands protection and compliance with requirements, representing the bureau in committees, providing technical reports detailing compliance with environmental codes and regulations, identifying noncompliant elements of proposed developments, making suggestions, integrating proposed solutions with other city staff and departments to avoid jurisdictional conflicts, reading surveys, plats, and topographic maps and providing preliminary assessments of site suitability for development.

CSC Adopted: October 2001 , CSC Revised:

Physical Strength Code		ESSENTIAL FUNCTIONS
3	S	Provides information and support to the community and personnel by preparing graphic materials, handouts and other aids to explain programs, contacting businesses that have demonstrated a need for educational outreach programs, making site visits to facilities, analyzing operations and offering suggestions on how to minimize pollutant load, developing educational outreach programs and course materials, structuring classes, arranging for speaker presentations, teaching environmental services classes, providing training to staff in ordinance interpretation and application, technical site plan review, field inspecting for plan review and violation investigation, documentation and resolution, delineation techniques, overseeing and correcting work product and technical decisions and performing program analysis.
4	S	Maintains reports by designing and generating reports for research and project tracking, compiling information, maintaining data and written correspondence database files, administering written reports on conducted inspections and distributing updated information.
5	L	Investigates illegal activity complaints by contacting the person making the report, investigating and inspecting the site, determining options and coordinating activities with other departments.
6	L	Provides support to emergency clean-up teams as needed.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License; May require ability to be certified as a Special Police Officer Commission, Erosion and Sediment Control Plan Review Certification
Reading	Work requires the ability to read technical reports, email, environmental permit requirements and documentation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and engineering calculations.
Writing	Work requires the ability to write technical reports, memos, correspondence, and emails.
Managerial	Managerial responsibilities include planning and monitoring the completion of work, and managing environmental concerns.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Field visits, investigations, office equipment
Sitting	O	Computer, desk work, meetings, driving
Walking	F	Field visits, investigations, to/from meetings, to/from office equipment
Lifting	O	Sampling equipment
Carrying	F	Sampling equipment
Pushing/Pulling	R	Chair, desk drawers
Reaching	F	Tools, sampling equipment
Handling	F	Tools, sampling equipment
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, tools
Kneeling	O	Taking samples, investigations
Crouching	O	Taking samples, investigations
Crawling	N	
Bending	F	Taking samples, investigations
Twisting	R	In confined spaces
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, driving, field visits, investigations
Hearing	C	Staff, supervisor, citizens, telephone, meetings
Talking	F	Staff, supervisor, citizens, telephone, meetings
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Portable sampling pumps, sampling equipment, computer, Standard Microsoft Windows and Office software, laser or inkjet printer, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	M
Chemical Hazards	S	Extreme Temperatures	W
Electrical Hazards	S	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	M
Explosives	N	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hart hat, plastic gloves

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)